



## MARIS Contribution Report and Export: Converted this report to the Export to Grid format

APTAWEB-10338

### Introduction

The Massachusetts MARIS Contribution Report has been converted to an Export to Grid format.

### Reports Menu — MARIS Contribution Report and Export

From the My AptaFund tab, select Reports and search for the **MARIS Contribution Report and Export**.

Fill in the screen with the Cycle, Payroll Period, Current Register (multiple registers can be selected), Adjustment Register (if needed), Payroll Period to Adjust (if needed), Vacation Leave Type and Paid Sick Leave Type and then click on **Report to Grid** to create the report. If the report was already created, the **Continue with Previous Editing** button can be selected.

The screenshot shows the AptaFund web application interface. At the top left is the AptaFund logo. The top right corner displays the user's email (app2@apta.com), the current user (test\_MA\_UpperCase), the fiscal year (FY19-20), and a 'Log out' button. Below the logo is a navigation menu with items: My AptaFund, Budget & G/L, Banking & COA, Purchasing & Payables, Receivables, HR, Payroll & ESS, and Administration. The main content area shows the 'Home -> Reports' path. There are two dropdown menus: 'Modules' set to '[All]' and 'Reports' set to 'MARIS Contribution Report and Export'. Below these are buttons for '[Unnamed Settings]', 'Save', 'Clear', and a gear icon. The form contains several dropdown menus: 'Cycle' (FY19-20), 'Payroll Period' (FY19-20, Period 22, 04/05/2020 - 04/18/2020), 'Current Register' (Apr 24 2020 - N X), 'Adjustment Register' (None), 'Payroll Period to Adjust' (None), 'Vacation Leave Type' (Vacation X), and 'Paid Sick Leave Type' (Sick X). At the bottom are two buttons: 'Report To Grid' and 'Continue with Previous Editing'.

Figure 1: MARIS Contribution and Export Prompt Screen



If Report to Grid was selected and the report had already been created, a message like the one shown below will be displayed. Either select **Continue with Previous Editing** or select **Delete and Generate New Data**.

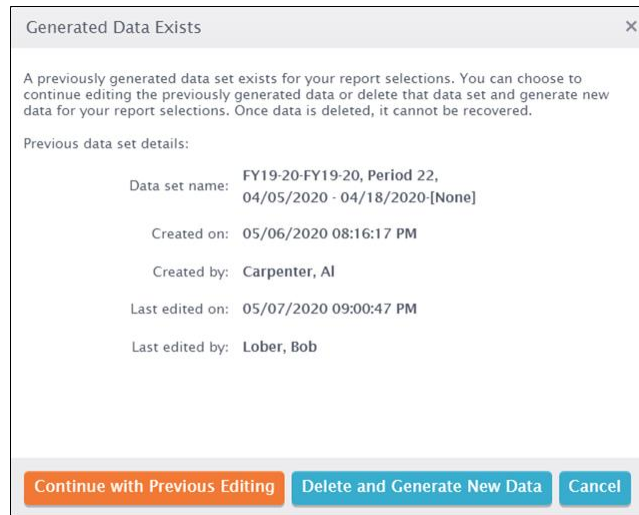


Figure 2: Generated Data Exists

## Create MARIS Report

If the report was not generated previously, then the report will be shown on the screen. The report has three tabs: **Employee Information**, **Contributions** and **Unpaid Leaves**. Employee Information contains a detailed transaction of the employee's demographic data and employment position information. Agencies must submit one Employee Information Record for each employee. Contribution records should be submitted for each employee (if applicable). Unpaid Leave records should only be reported if the member is on a leave of absence.

Validation Error	Display Name	Employee #	Job Sequen.	Period End Date	Dept	First Name	Middle Initial	Last Name	Suffix	Service Start Date	Address Line 1
	Arden, Casey A	271	1	04/18/2020	8130	Casey	A	Arden		08/28/2004	5010 Birch Street
	Asher, Wanda M	001703	3	04/18/2020	8130	Wanda	M	Asher		01/15/2016	3191 Backwater
	Ashner, Jean M	001686	1	04/18/2020	8130	Jean	M	Ashner		07/13/2015	583 Wyoming
	Ashner, Tracy A	001475	1	04/18/2020	8130	Tracy	A	Ashner		09/06/2011	474 Vermont Ave.
	Boots, Andy F	203	3	04/18/2020	8130	Andy	F	Boots		12/06/2010	9619 New York Ave.

Figure 3: MARIS Report

## Validation Errors

If there are any validation errors on the report, they will be listed under the appropriate tab in the Validation Errors column.

app2@apta.com test\_MA\_UpperCape FY19-20 Log out

My AptaFund Budget & G/L Banking & COA Purchasing & Payables Receivables HR, Payroll & ESS Administration

Home -> Reports -> MARIS Contribution Report and Export

FY19-20-FY19-20, Period 22, 04/05/2020 - 04/18/... Save All Modifications Last Modified: May 07, 2020 9:00 PM by Bob Lober (rlober@harriscomputer.com)

Cycle: FY19-20 Payroll Period: FY19-20, Period 22, 04/05/2020 - 04/18/2020 Current Register: [All] Adjustment Register: [None] Payroll Period to Adjust: [None] Vacation Leave Type: Vacation Paid Sick Leave Type: Sick

Employee Information Contributions Unpaid Leaves

Search

Drag a column header and drop it here to group by that column

Validation Error	Display Name	Employee #	Job Sequen.	Period End Date	Dept	First Name	Middle Initial	Last Name	Suffix	Service Start Date	Address Line 1
Agency Start Date cannot be after the Position Effective Date; Contract Period End Date must be either blank if Contract Period Begin Date is not reported	Carson, Mendy J	001899	1	04/18/2020	8130	Mendy	J	Carson		08/26/2019	2057 First
	Clayburn, Jane Z	001478	1	04/18/2020	8130	Jane	Z	Clayburn		09/16/2011	4382 Kentucky Street.
Contract Period End Date must be either blank if Contract Period Begin Date is not reported	Davison, Tina N	001885	1	04/18/2020	8130	Tina	N	Davison		08/26/2019	2897 3rd Street

Total records selected: 0 (Unselect All)

Edit Edit All Delete Export to File

Figure 4: Example of the Employee Information Validation Error

app2@apta.com test\_MA\_UpperCape FY19-20 Log out

My AptaFund Budget & G/L Banking & COA Purchasing & Payables Receivables HR, Payroll & ESS Administration

Home -> Reports -> MARIS Contribution Report and Export

FY19-20-FY19-20, Period 22, 04/05/2020 - 04/18/... Save All Modifications Last Modified: May 07, 2020 9:00 PM by Bob Lober (rlober@harriscomputer.com)

Cycle: FY19-20 Payroll Period: FY19-20, Period 22, 04/05/2020 - 04/18/2020 Current Register: [All] Adjustment Register: [None] Payroll Period to Adjust: [None] Vacation Leave Type: Vacation Paid Sick Leave Type: Sick

Employee Information Contributions Unpaid Leaves

Search

Drag a column header and drop it here to group by that column

Validation Error	Display Name	Employee #	Period End Date	Retirement Plan	Period Earnings	Transaction Period	Transaction Type	Pre Tax Contribution	Post Tax Contribution	Pre Tax M
No Employee Information record found to export for Display Name.	Carson, Neil B	421	04/18/2020	RSB005	\$230.16	CURR	RECS	\$23.01	\$0.00	
	Carson, Mendy J	001899	04/18/2020	RSB005	\$1.00	CURR	REGL	\$113.40	\$0.00	
	Cartwright, Pat Z	1252	04/18/2020	RSB005	\$1.00	CURR	REGL	\$222.38	\$0.00	
	Clayburn, Jane Z	001478	04/18/2020	RSB005	\$1.00	CURR	REGL	\$196.99	\$0.00	
	Davison, Tina N	001885	04/18/2020	RSB005	\$1.00	CURR	REGL	\$96.17	\$0.00	
	Day, Bryan Z	001840	04/18/2020	RSB005	\$1.00	CURR	REGL	\$343.59	\$0.00	
	DeYoung, Elizabeth H	001659	04/18/2020	RSB005	\$1.00	CURR	REGL	\$95.62	\$0.00	

Total records selected: 0 (Unselect All)

Edit Edit All Delete Export to File

Figure 5: Example of Contribution Validation Error

## Change Employee Information, Contributions or Unpaid Leaves

Changes can be made to the **Employee Information**, **Contribution Information** or **Unpaid Leave Information**. Click on the appropriate tab, select the employee and then click on the **Edit** button. Clicking on the **Edit All** button will bring up one employee at a time so their information can be changed. For the Edit All button, no employee selection is required.

The screenshot shows the AptaFund web application interface. At the top, there is a navigation menu with options like 'My AptaFund', 'Budget & G/L', 'Banking & COA', 'Purchasing & Payables', 'Receivables', 'HR, Payroll & ESS', and 'Administration'. Below this, there is a search bar and a table of employees. The table has columns for 'Validation Error', 'Display Name', 'Employee #', 'Job Sequen...', 'Period End Date', 'Dept', 'First Name', 'Middle Initial', 'Last Name', 'Suffix', 'Service Start Date', and 'Address Line 1'. The 'Edit' and 'Edit All' buttons are highlighted in red at the bottom of the table.

Validation Error	Display Name	Employee #	Job Sequen...	Period End Date	Dept	First Name	Middle Initial	Last Name	Suffix	Service Start Date	Address Line 1
	Arden, Casey A	271	1	04/18/2020	8130	Casey	A	Arden		08/28/2004	5010 Birch Street
	Asher, Wanda M	001703	3	04/18/2020	8130	Wanda	M	Asher		01/15/2016	3191 Backwater
	Ashner, Jean M	001686	1	04/18/2020	8130	Jean	M	Ashner		07/13/2015	583 Wyoming
	Ashner, Tracy A	001475	1	04/18/2020	8130	Tracy	A	Ashner		09/06/2011	474 Vermont Ave.
	Boots, Andy F	203	3	04/18/2020	8130	Andy	F	Boots		12/06/2010	9619 New York Ave.

Figure 6: Edit or Edit All

The screenshot shows the 'Edit Record' form for Arden, Casey A. The form contains the following fields:

- Period End Date: 04/18/2020
- Department: 8130
- First Name: Casey
- Middle Initial: A
- Last Name: Arden
- Suffix: (empty)
- Service Start Date: 08/28/2004
- Address Line 1: 5010 Birch Street
- Address Line 2: (empty)
- City: NEW BEDFORD
- State: MA
- Zip: 02740

At the bottom of the form, there are three buttons: 'Save', 'Save and Add', and 'Cancel'.

Figure 7: Sample Edit Screen for Employee Information

When **Edit All** is selected, all of the records are listed one at a time, and changes can be made on the screen, then click on **Save and Next** to move to the next record. Continue these steps until all records have been completed. In the top right hand corner the current record number is displayed in reference to the total number of records. The **Save** button is also available, but this will Save the current record and return to the MARIS Report screen. It will not advance to the next record.

Employee Number: 271  
Job Sequence: 1  
Period End Date: 04/18/2020  
Department: 8130  
First Name: Casey  
Middle Initial: A  
Last Name: Arden  
Suffix:  
Service Start Date: 08/28/2004  
Address Line 1: 5010 Birch Street  
Address Line 2:  
City: NEW BEDFORD

Save Save and Next Cancel

Figure 1: Sample of Edit All for Employee Information

Display Name: Arden, Casey A  
Employee Number: 271  
Period End Date: 04/18/2020  
Retirement Plan: RSB005  
Period Earnings: \$5,000.00  
Transaction Period: CURR  
Transaction Type: REGL  
Pre Tax Contribution: \$102.57  
Post Tax Contribution: \$0.00  
Pre Tax Makeup: \$0.00  
Post Tax Makeup: \$0.00  
Hours Paid: 60

Save Save and Add Cancel

Figure 9: Sample of Edit Screen for Contribution Information

After changes are made to Employee Information or Contributions, the changes are highlighted in yellow.

The screenshot shows the AptaFund interface with a table of employee payroll data. The 'Period Earnings' column for two employees is highlighted in yellow. The table includes columns for Validation Error, Display Name, Employee #, Period End Date, Retirement Plan, Period Earnings, Transaction Period, Transaction Type, Pre Tax Contribution, Post Tax Contribution, and Pre Tax M.

Validation Error	Display Name	Employee #	Period End Date	Retirement Plan	Period Earnings	Transaction Period	Transaction Type	Pre Tax Contribution	Post Tax Contribution	Pre Tax M
	Arden_Casev.A	271	04/18/2020	RSB005	\$5,000.00	CURR	REGL	\$102.57	\$0.00	
	Asher_Wanda.M	001703	04/18/2020	RSB005	\$500.00	CURR	REGL	\$120.91	\$0.00	
	Ashner_Jean.M	001686	04/18/2020	RSB005	\$1.00	CURR	REGL	\$196.99	\$0.00	
	Ashner_Tracy.A	001475	04/18/2020	RSB005	\$1.00	CURR	REGL	\$168.92	\$0.00	
	Boots_Andy.F	203	04/18/2020	RSB005	\$1.00	CURR	REGL	\$235.53	\$0.00	
	Carlson_Neil.R	421	04/18/2020	RSB005	\$2,071.44	CURR	REGL	\$207.08	\$0.00	
	Carlson_Neil.R	421	04/18/2020	RSB005	\$230.16	CURR	REGL	\$23.01	\$0.00	
	Carlson_Mendy.J	001899	04/18/2020	RSB005	\$1.00	CURR	REGL	\$113.40	\$0.00	

Figure 10: Changes Highlighted in Yellow

### Add Employee Information, Contributions or Unpaid Leave

Employee information, Contributions or Unpaid Leave can be added to the file also. Click on the appropriate tab, and then click the Add button.

The screenshot shows the AptaFund interface with a table of employee information. The 'Add' button in the bottom left corner is highlighted with a red box. The table includes columns for Validation Error, Display Name, Employee #, Job Sequen., Period End Date, Dept, First Name, Middle Initial, Last Name, Suffix, Service Start Date, and Address Line 1.

Validation Error	Display Name	Employee #	Job Sequen.	Period End Date	Dept	First Name	Middle Initial	Last Name	Suffix	Service Start Date	Address Line 1
	Arden_Casev.A	271	1	04/18/2020	8130	Casey	A	Arden		08/28/2004	5010 Birch Street
	Asher_Wanda.M	001703	3	04/18/2020	8130	Wanda	M	Asher		01/15/2016	3191 Backwater
	Ashner_Jean.M	001686	1	04/18/2020	8130	Jean	M	Ashner		07/13/2015	583 Wyoming
	Ashner_Tracy.A	001475	1	04/18/2020	8130	Tracy	A	Ashner		09/06/2011	474 Vermont Ave.
	Boots_Andy.F	203	3	04/18/2020	8130	Andy	F	Boots		12/06/2010	9619 New York Ave.

Figure 2: Add Records to the File

### Sample Screen to Add Employee Information

The screenshot shows a web form titled "Add Record" with a close button (X) in the top right corner. The form contains the following fields:

- \*HR Employee Name: [Type First or Last Name] (dropdown menu)
- Account Type: [text input]
- Address Line 1: [text input]
- Address Line 2: [text input]
- Agency Start Date: [date picker]
- Annual Base Salary: [text input]
- Annual Base Salary Effective Date: [date picker]
- Annual Base Salary Including Incentives: [text input]
- Bank Account: [text input]
- City: [text input]
- Contract Begin Date: [date picker]

At the bottom of the form, there are three buttons: "Save" (orange), "Save and Add" (blue), and "Cancel" (light blue).

Figure 3: Add Employee Information

### Sample Screen to Add Contribution Information

The screenshot shows a web form titled "Add Record" with a close button (X) in the top right corner. The form contains the following fields:

- \*HR Employee Name: [Type First or Last Name] (dropdown menu)
- Differential Period Begin Date: [date picker]
- Differential Period End Date: [date picker]
- Display Name: [text input]
- Employee Number: [text input]
- Hours Paid: [text input]
- Period End Date: [date picker]
- Period Earnings: [text input]
- Post Tax Contribution: [text input]
- Post Tax Makeup: [text input]
- Pre Tax Contribution: [text input]
- Pre Tax Makeup: [text input]

At the bottom of the form, there are three buttons: "Save" (orange), "Save and Add" (blue), and "Cancel" (light blue).

Figure 4: Add Contribution Information

### Sample Screen to Add an Unpaid Leave Record

The screenshot shows a web form titled "Add Record" with a close button (X) in the top right corner. The form contains the following fields:

- \*HR Employee Name: [Type First or Last Name] (dropdown menu)
- Display Name: [text input]
- Employee Number: [text input]
- Leave Code: [text input]
- Leave End Date: [date picker]
- Leave Start Date: [date picker]

At the bottom of the form, there are three buttons: "Save" (orange), "Save and Add" (blue), and "Cancel" (light blue).

Figure 5: Add Unpaid Leave Information

## Save All Modifications

When changes are made to the records, these changes must be saved by clicking on **Save All Modifications**. A message stating "All modifications to the report have been saved successfully" will be displayed if the changes were saved.

The screenshot shows the AptaFund web application interface. At the top right, a green notification box displays the message: "All modifications to the report have been saved successfully". Below this, the user is logged in as app2@apta.com. The main navigation menu includes: My AptaFund, Budget & G/L, Banking & COA, Purchasing & Payables, Receivables, HR, Payroll & ESS, and Administration. The current page is "MARIS Contribution Report and Export" for the period FY19-20-FY19-20, Period 22, 04/05/2020 - 04/18/2020. A "Save All Modifications" button with a cog icon is highlighted. The report cycle is FY19-20 Payroll Period: FY19-20, Period 22, 04/05/2020 - 04/18/2020. The table below shows employee information with columns for Validation Error, Display Name, Employee #, Job Sequen..., Period End Date, Dept, First Name, Middle Initial, Last Name, Suffix, Service Start Date, and Address Line 1. The table contains five rows of employee data.

Validation Error	Display Name	Employee #	Job Sequen...	Period End Date	Dept	First Name	Middle Initial	Last Name	Suffix	Service Start Date	Address Line 1
	Arden, Casey A	271	1	04/18/2020	8130	Casey	A	Arden		08/28/2004	5010 Birch Street
	Asher, Wanda M	001703	3	04/18/2020	8130	Wanda	M	Asher		01/15/2016	3191 Backwater
	Ashner, Jean M	001686	1	04/18/2020	8130	Jean	M	Ashner		07/13/2015	583 Wyoming
	Ashner, Tracy A	001475	1	04/18/2020	8130	Tracy	A	Ashner		09/06/2011	474 Vermont Ave.
	Boots, Andy F	203	3	04/18/2020	8130	Andy	F	Boots		12/06/2010	9619 New York Ave.

Figure 15: Save Changes to the Report

## Other Options

By clicking on the down arrow next to the cog, you can **Regenerate the Report**, **Return to the Report Selection Screen**, or **Delete the Result Set**.

The screenshot shows the AptaFund web application interface. The "Save All Modifications" button with a cog icon is highlighted, and a dropdown menu is open, showing three options: "Regenerate Report", "Return to Report Selection Screen", and "Delete Result Set". The rest of the interface is the same as in Figure 15, but the table is currently empty, displaying "No items to display".

Figure 66: Options Under the Cog Setting



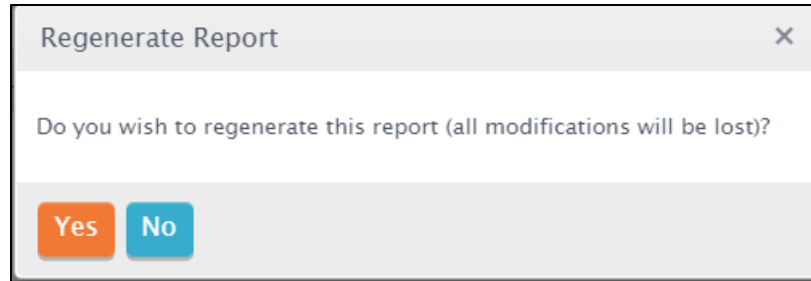


Figure 17: Regenerate Report Validation

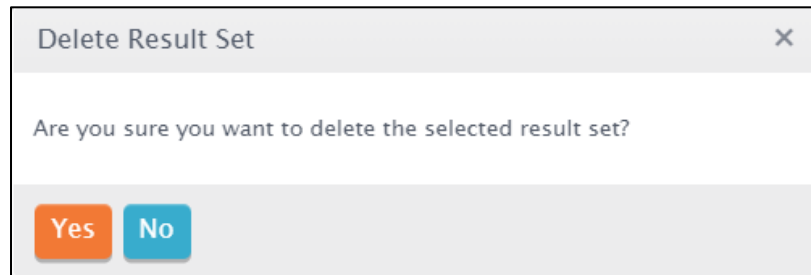


Figure 18: Delete Result Set Validation

## Export to Grid

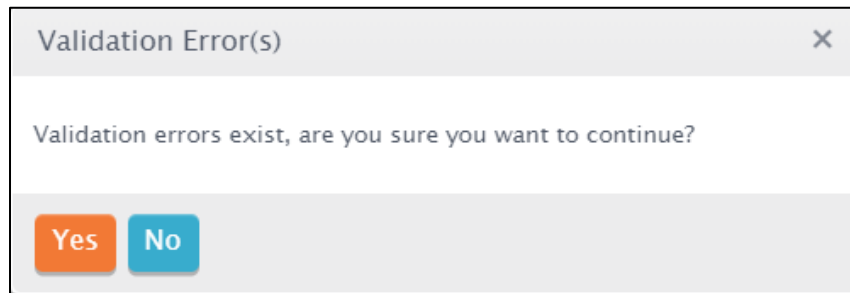
When all changes have been completed, click on Export to Grid to create the export file.

The screenshot shows the AptaFund web application interface. The top navigation bar includes the AptaFund logo and various menu items like 'My AptaFund', 'Budget & G/L', 'Banking & COA', 'Purchasing & Payables', 'Receivables', 'HR, Payroll & ESS', and 'Administration'. The main content area displays a report titled 'MARS Contribution Report and Export' for the cycle 'FY19-20 Payroll Period: FY19-20, Period 22, 04/05/2020 - 04/18/2020'. Below the report title, there are tabs for 'Employee Information', 'Contributions', and 'Unpaid Leaves'. A search bar is present above a data grid. The grid has columns for 'Validation Error', 'Display Name', 'Employee #', 'Job Sequen.', 'Period End Date', 'Dept', 'First Name', 'Middle Initial', 'Last Name', 'Suffix', 'Service Start Date', and 'Address Line 1'. The grid contains five rows of employee data. At the bottom of the grid, there are controls for 'Total records selected: 0 (Unselect All)', 'Edit', 'Edit All', 'Delete', and 'Export to File'. A red arrow points to the 'Export to File' button.

Validation Error	Display Name	Employee #	Job Sequen.	Period End Date	Dept	First Name	Middle Initial	Last Name	Suffix	Service Start Date	Address Line 1
	<a href="#">Arden, Casey A</a>	271	1	04/18/2020	8130	Casey	A	Arden		08/28/2004	5010 Birch Street
	<a href="#">Asher, Wanda M</a>	001703	3	04/18/2020	8130	Wanda	M	Asher		01/15/2016	3191 Backwater
	<a href="#">Ashner, Jean M</a>	001686	1	04/18/2020	8130	Jean	M	Ashner		07/13/2015	583 Wyoming
	<a href="#">Ashner, Tracy A</a>	001475	1	04/18/2020	8130	Tracy	A	Ashner		09/06/2011	474 Vermont Ave.
	<a href="#">Boots, Andy F</a>	203	3	04/18/2020	8130	Andy	F	Boots		12/06/2010	9619 New York Ave.

Figure 19: Export to Grid

If Validation Errors exist, a message will be displayed. Select Yes to continue and build the export file or select No and go back, fix the validation errors and then select Export to File again. If Yes is selected, the erroneous records will be included in the export file.



*Figure 20: Validation Errors Exist*